

DEPARTMENT OF SOCIAL & HEALTH SERVICES

Project Name
Address
Anytown, Washington

Project #000-00-00

D.S.H.S. ADDENDUM

The following addenda items (including Attachments C, E, G & H) are supplementary revisions to the January 1998 edition of "Leased Space Requirements", and have been compiled and prepared by Department of Social & Health Services (DSHS). They are incorporated herein as part of the drawing & specification approval package for this project, and the Lessor is required to comply with all requirements and directives delineated in its content. The specific items contained herein supersede the referenced or corresponding sections of Leased Space Requirements, and unless specified otherwise, all items contained in this Addendum and corresponding Attachments are not additional tenant improvements and shall be accomplished at the sole cost and expense of the Lessor.

PART A GENERAL INFORMATION**1) A1.8 SUBSTANTIAL COMPLETION**

replace everything after the first sentence with the following:

"Receipt of the municipal occupancy permit, along with the required certifications noted in Division 1, Section 01700, 1.2 WARRANTIES & CERTIFICATIONS, is required to achieve substantial completion, even though some punchlist items may still be outstanding. The HVAC submittal shall consist of a preliminary air balance report complying with the directives of Attachment H, item #5 of this addendum."

2) A5.14 ELECTRICAL RECEPTACLES

replace the entire existing paragraph with the following:

"Provide circuitry and one (1) standard-power duplex receptacle for each 75 square feet of leased space. All circuits shall have a minimum capacity of 20 amps each. Up to fifty percent (50%) of all required duplex receptacles may be DPD-approved durable flush-floor receptacles. Five percent (5%) of the required receptacles may be dedicated 20-amp receptacles. Provide a maximum of six (6) duplex receptacles on each non-dedicated circuit; a fourplex receptacle will be calculated as 1.5 duplex receptacles.

Provide circuitry and one (1) isolated-ground (IG) duplex receptacle for each 150 square feet of leased space, allowing up to 60% of the allowable minimum as floor-mounted. Provide a maximum of six (6) duplex receptacles per isolated (IG) circuit.

Additional circuits and special receptacles (30-amp and above) are Additional Tenant Improvements when shown on DPD-approved drawings or change orders. (See additional requirements in Division 16)"

3) A5.15 SERVICE POLES

replace the entire existing paragraph with the following:

"Service poles (power duct posts) are acceptable only at existing slab-on-grade construction or where pre-approved in writing by the DPD Architect. At locations specified on the approved plans, provide one service pole (floor to ceiling) for each 150 square feet of leased space, and containing one standard-power duplex receptacle, one isolated-ground duplex receptacle, and one telephone/computer rough-in. Service poles may be provided in lieu of receptacles required in A5.14. Where Tenant Agency is providing electrified Systems Furniture, provide "hot" junction boxes at ceiling, walls, or floor, as indicated on drawings. Install the Systems Furniture connections (supplied by State vendor) to the "hot" boxes. Placement of the junction boxes is subject to the location and length of connecting wire from the furniture connections or power pole, as the case may be. Provide connection points in lieu of floor fixtures. Provide a maximum of six (6) standard-power duplex receptacles on each non-dedicated circuit. (See A5.14 above and Section 16610)"

4) A5.18 PLUMBING ACCESSORIES & SPECIALTY HARDWARE

replace the entire existing paragraph with the following:

"Provide toilet cubicles, toilet accessories, fire extinguishers, and other specialty items required by code and design. Requirements provided by Lessor include: grab bars, toilet paper dispensers, seat cover dispensers, sanitary napkin disposal, soap dispensers, towel dispensers (or hand dryers), waste receptacles, and mirrors. (See Section 10800)

Provide the number of fixtures as specified in Attachment C of this addendum. Calculate the fixture count according to the following method: divide the proposed leased area by 225 square feet to ascertain the number of employees (assume a 50/50 split of men & women); reference column "A" for number of employees per fixture; reference columns "B" and "C" for required fixtures per employees and clients. Client fixtures shall be located in separate restrooms from the employee restrooms."

5) **A5.19 VOICE / DATA / EQUIPMENT ROOMS**

Comply with all additional requirements as described in Attachment G of this addendum. Provide one (1) Telecommunications Equipment Room per floor when utilizing multi-level facilities. All such rooms shall be stacked, or as near vertical in alignment as possible.

PART C SPECIFICATIONS

6) **DIVISION 1 SECTION 01700 - PROJECT CLOSE-OUT**

1.2 WARRANTIES AND CERTIFICATIONS

add the following sentence to the end of paragraph "C":

"Submit diagram of parking area lighting with installed light level readings noted at each fixture."

7) **DIVISION 9 SECTION 09680 - CARPET**

As described in Attachment E of this addendum, comply with the appropriate requirements for carpeting as it applies to the specific term of the lease.

8) **DIVISION 15 SECTION 15500 - HVAC**

Comply with the HVAC system review process as described in Attachment H of this addendum.

9) **DIVISION 16 SECTION 16520 - LIGHTING LEVELS**

1.3 OPEN PARKING AREAS

replace the entire existing paragraph with the following:

"Provide illumination level per IES lighting standards for medium-density facilities minimum, and no less than required to safely light exterior areas leading from facility/structure to leased parking areas. Provide ten foot-candles (10 fc) where video surveillance is provided."

END OF D.S.H.S. ADDENDUM

Attachment C

PLUMBING FIXTURE COUNT REQUIREMENTS ⁽¹⁾

# OF WATER CLOSETS & URINALS REQUIRED						
A					B	C ⁽²⁾
(Employee) Number of Male*/ Female (each)	Minimum # of Water Closets Required by UBC	Required # of Urinals (Employee) Male	Required # of Water Closets (Employee) Male	Required # of Water Closets (Employee) Female	(Employee) TOTAL REQUIRED # OF FIXTURES	(Client) TOTAL REQUIRED # OF FIXTURES
1-15	1	0	1	1	2	1 unisex
16-35	2	1	1	2	4	1 unisex
36-55	3	1	1	2	4	2 (1M/1F)
56-105	4	2	2	4	8	4 (1M/3F)
106-155	5	2	2	4	8	4 (1M/3F)
over 155	(add 1 per 50)	**	**	**	**	4+ (1M/3F)

# OF LAVATORIES REQUIRED					
A			B		C ⁽²⁾
(Employee) Number of Male / Female (<u>each</u>)	Minimum # of Lavatories Required by UBC	Required # of Lavatories (Employee) Male	Required # of Lavatories (Employee) Female	(Employee) TOTAL REQUIRED # OF FIXTURES	(Client) TOTAL REQUIRED # OF FIXTURES
1-15	1	1	1	2	1 unisex
16-35	1	1	2	3	1 unisex
36-55	2	2	2	4	2 (1M/1F)
56-105	2	2	4	6	4 (1M/1F)
106-155	3	2	4	6	4 (1M/1F)
Over 155	(add 1 per 2 WC)	***	***	***	4+ (1M/3F)

(1) Based on UBC designation of "Office or Public Building" occupancy.

(2) Separate client restrooms shall be provided in service delivery facilities only.

* In new facilities, urinals may be substituted for one-third of the water closets specified.

* * Add one water closet for each 40 additional employees over 155.

* * * Add one lavatory per two additional water closets (based on additional water closet requirements by DSHS).

Attachment E

CARPET PERFORMANCE REQUIREMENTS**A. DESCRIPTION**

This attachment identifies performance, accountability and warranty requirements for carpeting installed in DSHS leased facilities. Any additions, deletions or substitutions from the approved products are solely at the discretion of the entire State Project Team and must be available on the State of Washington Floor Covering Contract.

The carpet manufacturer and carpet vendor shall work together as a team to meet these requirements. This team shall also assist the State in their selection of products appropriate to the anticipated life cycle of the material.

B. QUALITY ASSURANCE AND ACCOUNTABILITY

The carpet manufacturer shall be held accountable for all product and installation failures, and shall provide full warranty for all such deficiencies. **Product failure** includes any manufacturing defect, loss of tuft bind (wet or dry); unravel/unzippering (wet or dry); edge ravel/seam failure (wet or dry); backing delamination (wet or dry; no chair pads required; no exclusions for rolling traffic); static generation in excess of 3.0 KV; dimensional stability (carpet tile only); and cup, dome or dish (carpet tile only). **Installation failure** includes loss of adhesion, improper site preparation, or poor workmanship. Disfigurement or damage caused by abnormal use shall not be considered a product or installation failure.

The carpet manufacturer's warranty shall begin with the acceptance of the order for materials and extend until the owner removes or replaces the materials at the end of the lease term. All repair/replacement costs (non-prorated) shall be the responsibility of the carpet manufacturer, including material, freight, labor and furniture moving. It is the Lessor's responsibility to assist in facilitating this process.

C. INSTALLATION QUALIFICATIONS

Carpet system shall be installed only by a flooring contractor approved by the carpet manufacturer, with certification to provide accountability as described above.

Flooring contractor shall adhere strictly to carpet manufacturer's written installation instructions, as well as CRI-104 (latest edition) as pertains to project scope. Manufacturer's instructions take precedence over CRI-104.

D. ENVIRONMENTAL ISSUES

Reclaim or recycle all used carpet and installation waste. Submit a reclamation/recycling plan which addresses disposal of all carpet materials removed from the job site.

An alternative to recycling is resale of existing carpet to a carpet broker, donation, or reuse by another entity. Under no circumstances shall landfill disposal of any carpet be allowed.

E. SUBMITTALS

Submit the following to the DPD Architect:

1. Flooring contractor certification letter as described above
2. Manufacturer's installation instructions pertaining to scope of project
3. Seam diagram (broadloom only)
4. Carpet and accessory color palette for color selection purposes
5. All applicable warranties

DPD Architect may, at his/her discretion, require submittal of the following additional documentation and information:

1. Bills of lading
2. Product specifications
3. Product test data pertaining to static, smoke density, or flammability
4. Material Safety Data Sheets
5. Proof of single dye lot per color

F. APPROVED MANUFACTURERS AND PRODUCTS

The following manufacturer's trade names are products approved as being compliant with the carpet performance requirements for DSHS facilities. The representatives for each manufacturer are also listed:

1. Lees Carpets (broadloom and carpet tile)
"Check Up", "Workforce", "Campus", "Facilities", "Principal", "Faculty IV", "Second City", "Discovery"
Gregg Whitman (206) 972-2307
2. Mohawk (broadloom and woven)
"Supertron SD", "Emissary"
Don Messick (800) 554-6637 ext. 7229
3. Collins & Aikman (carpet tile and 6 ft. vinyl back)
"Guardian", "Infinity", "Odyssey", "Voyager"
Dennis Turnbull (425) 641-1958
4. Shaw (broadloom and carpet tile)
"Illusion Unitary"
Steve Brownlee (206) 762-3883

Attachment G

**MAIN TELECOMMUNICATIONS EQUIPMENT ROOM
REQUIREMENTS**

All telecommunications wiring shall be done in accordance with DSHS ISSD/Network Services, Telephone and Data Premise Wiring Guidelines dated April 1997. (See A.9.2 - A.9.15). All wiring must be installed by an approved contractor. Wiring, equipment, software and hardware shall be an additional tenant improvement. Environmental conditioning, room structural configuration, lighting, floor covering, and ceiling finishes are not additional tenant improvements and shall be accomplished at the sole cost and expense of the Lessor.

EQUIPMENT ENVIRONMENTAL CONDITIONS:

Modern communication systems are controlled by one or more microprocessors thus requiring the main telecommunication equipment room environment to meet computer environmental standards. Failure to maintain minimum environmental standards can and will alter the operation on the equipment and impact the end user capabilities. The main telecommunications room will house modern communications equipment and termination facilities. This main telecommunications room may also be used to provide an environment needed for building alarm systems and building environment control system(s). Additional requirements from Division 15 of Leased Space Requirements are:

- a. The main telecommunications equipment room shall have a minimum of two tons or 24,000 BTU's of air. System shall be isolated from the main building system.

ROOM STRUCTURAL CONFIGURATION:

- a. All walls shall be covered with ¾" plywood, with the bottoms mounted at 18" above the finished floor. All plywood shall be AC grade or better, with paint and fire retardant ratings to satisfy local codes. All of the plywood walls shall be free of other equipment and hardware. All plywood walls are utilized for the installation of connecting blocks and equipment blocks to support the voice and data connections.
- b. All sprinkler heads within the telecommunications equipment room shall be removed. No equipment will be directly below or within four feet of any pipes containing water or liquid material. If local jurisdiction code mandates sprinkler heads, they must be high-temp, shunt, dry head type. Valve shall be located outside the room(s).
- c. The basement of any facility shall have a floor drain or a means to pump water at a rate sufficient to prevent water from entering the equipment.
- d. Entrance conduit shall consist of a minimum of two 4" Ø sleeves.
- e. There shall be a minimum of two 4" Ø sleeves between floors when each floor of the building under this lease has an area of 10,000 square feet or less, and two 6" Ø sleeves between floors with larger areas.

- f. Room size shall conform to the following parameters:

Minimum	10' x 12' (or 120 sq. ft. per 10,000 sq. ft. of building space)
Maximum	15' x 20'

ELECTRICAL REQUIREMENTS:

- a. Provide four (4) isolated-ground fourplex receptacles, each supplied by an isolated 20-amp circuit. One receptacle to be located on each wall.
- b. A separate power ground rod and bus bar shall be installed as an isolated ground for telephone equipment only, and provide a ground resistance of 10 OHMS or less.
- c. If a power sub-panel is located in the telecommunications room it should be for the purpose of supporting the room and mounted on a wall separate from voice and data distribution walls. Minimum of 100 amps per sub-panel.

Attachment H

HVAC SYSTEM REVIEW PROCESS

At the discretion of the DSHS Senior Facilities Planner assigned to the development of all new and remodeled space for their facilities, DSHS may contract with a licensed mechanical engineer specializing in HVAC on a personal service contract to evaluate the HVAC systems in proposed facilities. This will be accomplished in the following manner:

1. At the conclusion of the lease negotiations, a date will be established for the submittal of the preliminary HVAC system design to the DSHS consulting engineer for his review.
2. The DSHS consulting engineer will render a report within two weeks of receipt of the preliminary HVAC system design. The report will evaluate the system's design in regards to meeting the overall design requirements, including:
 - a. zoning diagrams
 - b. equipment sizing
 - c. general duct layout
 - d. energy efficiency based on a relationship to alternative systems
3. If the DSHS consulting engineer approves the proposed system, the system may be installed as designed. If the DSHS consulting engineer recommends rejection of the proposed system, modifications will be negotiated by the DSHS consulting engineer and Project Team and implemented by the Lessor. If the parties cannot agree, a third party will be mutually selected by the Lessor and the State to assist in resolving the dispute.
4. The DSHS consulting engineer will periodically inspect the HVAC system during installation and report to the Project Team any discrepancies from the approved system. These discrepancies shall be corrected prior to the performance of the preliminary air balance.
5. The Lessor will perform a preliminary air balance and report the results to the DSHS consulting engineer for review prior to the DPD Architect's punchlist inspection of the facility. The DSHS consulting engineer will then inspect the installed system prior to the DPD Architect's punchlist inspection of the facility, and any deficiencies shall be documented as part of the DPD Architect's punchlist letter and corrected by the Lessor prior to final acceptance of the facility by the State and release of payment for approved tenant improvement costs.
6. The Lessor will make balancing adjustments to the system, based on the facility's accepted design per Item 5 above, and correct all deficiencies and reported problem areas within six months of acceptance. Any subsequent changes to the accepted design which require HVAC modifications will be an additional tenant improvement.